

Utah State Division of Risk Management

2008 Self Inspection Survey

TO ALL OF OUR VALUED CLIENTS

- The Administration and Staff of the Utah State Division of Risk Management would like to present to you the “2008 Self Inspection Survey” and to thank you for your participation.

PURPOSE

- **Claims histories have always given us guidance on liabilities that threaten your facilities. The inspections performed by our loss control specialists lend another set of eyes and ears to identify hazards and give recommendations to solve problems. But this survey will now establish trends from your own perspective.**

Purposes (Continued)

- The manner in which you utilize this information is only limited by your imagination.
 - Clients are generating work orders from the data.
 - Others use data to help budget maintenance expenditures. Still others identify limited resources.
 - An honest and accurate survey will generate change, give record of the problems, eliminate the most hazardous problems first.
 - The findings validate commonly know conditions, detail current needs and allow for open discussion to gain resolution.

What You Asked For

- More security with your surveys and data.
- More control
- Access to data
- Better reports
- Lock and Unlock capability
- More concise questions without explanation
- Specific questions that were overlooked

Changes That Were Generated

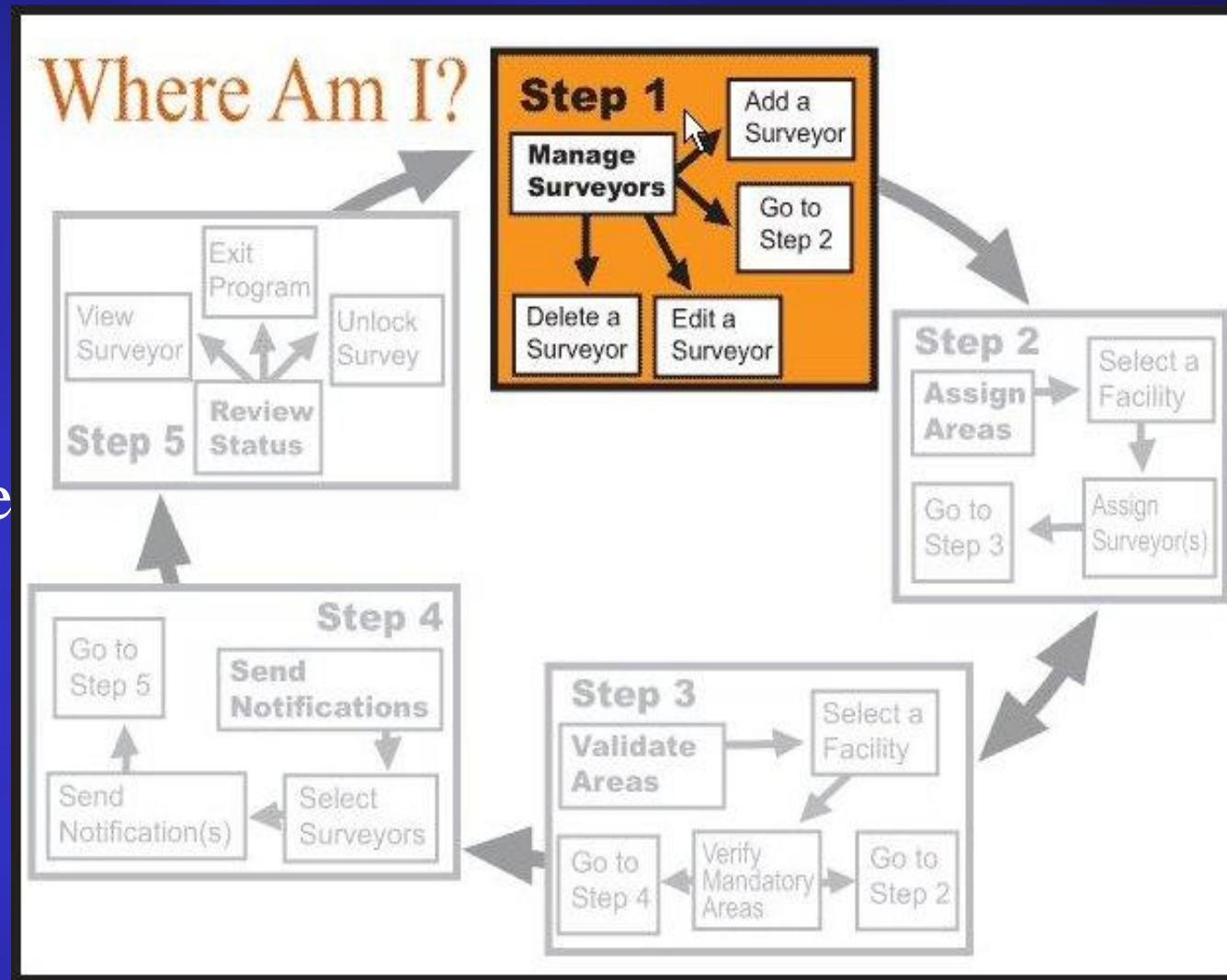
- The questions are shorter for the surveyors but have a pop-up for further information.
- Coordinators have total control of their surveyors, reports, review and submit capability.
- Security has been increased with login and password required to access your organizations.
- Coordinators can edit and change any survey before it is submitted.
- Coordinators can create multiple reports from the data that is generated.

Changes (Continued)

- The inspectable facilities has been shortened towards buildings with higher occupancy, multiple use and more hazard exposure.
- Portable and satellite buildings have been grouped with the main facility to minimize additional surveys
- Prominent buildings not found on the organizations building list do not have to be surveyed
 - New buildings should have a building identification survey completed and submitted to Risk Management for coverage.

Features

- A new feature is the “Where Am I” box
If at any time you question where you are at, you can click on this box and it will show the sequence of steps and where you are.



Features (continued)

On the left hand side of each survey page there are three helpful tools

- FAQ - Frequently asked questions are a problem solving tool that will be available for both coordinators and surveyors.
- Email Risk Management - This button will allow a coordinator to contact a SIS Administrator at DRM with any question about the survey.
- Take a survey link - This will put you as a coordinator directly into a survey. It is important that you install yourself as a surveyor if you will be doing surveys as well.

Controls For Risk Management

- We can unlock submitted surveys for clients
- We can add or delete coordinators
- We can access information and reports
- We can answer questions
- We can give additional training on line or upon request.

Coordinator's Role in Survey Development

- Identify and add every Surveyor for your organization.
- Select a facility and assign individual Surveyor's.
- Assign areas of inspection (inspectable area) to each Surveyor.
- Verify all inspectable areas/buildings have been assigned.
- Select and send notification to Surveyor's of their inspectable areas/buildings.

NOW ON TO THE SURVEY

The following slides are a step by step presentation of the actual slides as they appear on the Self Inspection Survey. As we navigate through the survey follow along on your own computer. If at any time you are not on the same slide as the presenter please ask for assistance from one of the Risk Management staff that will be roaming the room.

On the internet go to the
RISK MANAGEMENT HOME PAGE
at www.risk.utah.gov

Click on Self Inspection Survey Box

ADMINISTRATIVE SERVICES



RISK MANAGEMENT

Roger Livingston
Director

Stephen Hewlett
Assistant Director

Meet the Staff

Main Office:
801-538-9580

5120 State Office Bldg
Salt Lake City, UT 84114

Fax: (801) 538-9597

Organization Chart

Employees

our mission:

To protect State assets, to promote safety, and
to control against property, liability and auto losses.



Claims



Risk Guidance



Forms

Recent State and
Federal Decisions

Governmental
Immunity Act



Loss
Control



Rates



FAQs



Statute



Training



Facility
Self-Inspection
Survey

Request for Certificate of
Insurance

[Request](#)

How To

Report an accident/claim involving
a state vehicle or if a state agency
may be involved

If you as a state agency or
employee have notified you may be
sued

Report an injury involving a state
employee

Request insurance for a charter
school

Safety Brain Teaser #11

What's wrong in this picture?



[Past Safety Brain Teasers](#)

News Links

December 18, 2007 Managing Human Resource Liability Semi-annual Symposium
[Watch the Flameout Video](#)
[Building Survey](#)
[Key Risk Related Websites](#)

OPTIONS

Coordinators Log in

Surveyors Log in
Frequently Asked
Questions

Training

Click on the Coordinators
Log In option and you
will be taken to the
UMD Login page



DTS Department of Technology Services

Utah Master Directory (UMD) Login Page

UMD Security Authentication:

Requesting Coordinators will need to be registered users of UMD for controlled access to Utah State Applications. If the Requesting Coordinator does not have a UMD login and password they will need to follow the register steps (Create new user account) from the UMD login page. Note: a validation of the request is done by email; the Requesting Coordinator must have a valid email address. Some email addresses take longer to validate through outside systems, i.e. yahoo.com, hotmail.com, etc.



Risk Management Self Inspection Facility Survey

System Message

Currently you do not have access to this site. To request access click the button below.

[Request Access](#)

If the error persists, please contact Risk Management via email at sis@utah.gov

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The Requesting Coordinator should click the “Request Access” button, fill out the form and it will automatically email to sis@utah.gov for the DRM ADMIN to set the Requesting Coordinator Role.



Risk Management Self Inspection Facility Survey

Email successfully sent.

System Message

Currently you do not have access to this site. To request access click the button below.

[Request Access](#)

If the error persists, please contact Risk Management via email at sis@utah.gov

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The requesting coordinator will know if they successfully sent an email by seeing the message above.

Welcome

Registered Users

Email Address

Password (HELP)

☐ Manage account after logging in.

Login

Your user id does not have permission to access the requested site.

Public Citizens & Non-State Employees (HELP)

You can create a new user account by clicking on the following link. Some applications may require further account enhancements before you will be able to access them.

Create new user account



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Requesting Coordinator will receive an email (same address provided) from UMD with an authorization code to log into UMD. This will give access to the State Network. Application Access is the next step.

Enter your information in the fields. A red asterisk indicates a required field. The user ID field may contain any unique entry.

New User Creation - Step 1 of 4 (General Info)

* Indicates a required field.

*First Name	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
*Last Name	<input type="text" value="Doe"/>
Full Name	<input type="text" value="John Doe"/>
*Primary Email	<input type="text" value="jdoe@yahoo.com"/>
Secondary Email	<input type="text" value="jdoes@aol.com"/>
*User ID	<input type="text" value="Jdoe"/>

Next >>


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Enter a unique password. Any combination of numbers and letters.
Enter a recovery question only you will know the answer to.
Enter the answer to the question
Enter your password, then enter the password again to confirm.

New User Creation - Step 2 of 4 (Password Info)

* Indicates a required field.

*Password Recovery Question [Tips](#)
*Password Recovery Answer [Help](#)

*Password
*Confirm

[<< Previous](#) | [Next >>](#)

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Enter your information in the fields.
Click next

New User Creation - Step 3 of 4 (Personal Info)

Home Street	<input type="text" value="5120 State Office Building"/>		
Home City	<input type="text" value="Salt Lake City"/>		
Home State	<input type="text" value="Utah"/>	<input type="button" value="v"/>	
Home Zip	<input type="text" value="84114"/>		
Home Phone	<input type="text" value="801-538-9560"/>		
Birth Date	<input type="text" value="01"/>	<input type="text" value="Jan"/>	<input type="text" value="1972"/>

<< Previous | [Next >>](#)

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Enter your information.

Click finish

New User Creation - Step 4 of 4 (Work Info)

* Indicates a required field.

Title	<input type="text" value="Risk Coordinator"/>
Company	<input type="text" value="Granite School District"/>
Department	<input type="text" value="Risk"/>
Street	<input type="text" value="5421 State Street"/>
P.O. Box	<input type="text"/>
City	<input type="text" value="Salt Lake City"/>
State	<input type="text" value="Utah"/> 
Zip	<input type="text" value="84114"/>
Phone	<input type="text" value="801-538-9560"/>
Cell	<input type="text" value="801-458-9856"/>
Pager	<input type="text"/>
Fax	<input type="text"/>

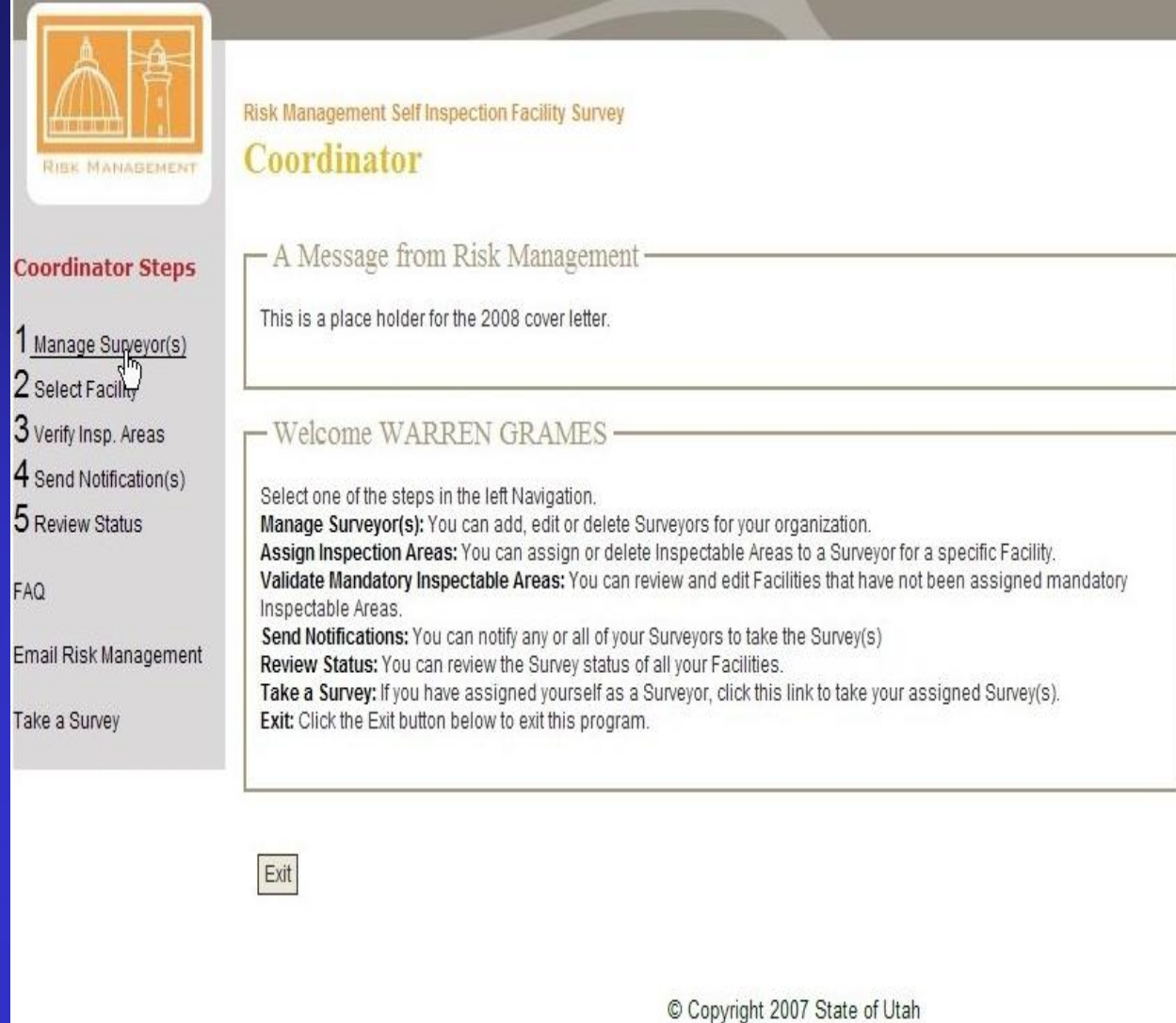
[<< Previous](#) | [Finish >>](#)



AFTER “LOG IN” THE SURVEY
WILL APPEAR ON SCREENS IN
THE FOLLOWING ORDER

Coordinator Home Page

- On this page you are welcomed as a coordinator.
- If you do not have a list of facilities you are required to survey go to step #2
- Go back to step #1 Manage Surveyors



The image shows a web application interface for the "Risk Management Self Inspection Facility Survey". The page is titled "Coordinator" and features a navigation sidebar on the left with five steps: 1. Manage Surveyor(s), 2. Select Facility, 3. Verify Insp. Areas, 4. Send Notification(s), and 5. Review Status. Below the steps are links for "FAQ", "Email Risk Management", and "Take a Survey". The main content area has a header "Risk Management Self Inspection Facility Survey" and a sub-header "Coordinator". It contains two message boxes: "A Message from Risk Management" with a placeholder for a 2008 cover letter, and "Welcome WARREN GRAMES" with instructions on how to use the system. The "Welcome" message includes links for "Manage Surveyor(s)", "Assign Inspection Areas", "Validate Mandatory Inspectable Areas", "Send Notifications", "Review Status", "Take a Survey", and "Exit". The "Exit" button is located at the bottom of the page.

Risk Management Self Inspection Facility Survey

Coordinator

A Message from Risk Management

This is a place holder for the 2008 cover letter.

Welcome WARREN GRAMES

Select one of the steps in the left Navigation.

Manage Surveyor(s): You can add, edit or delete Surveyors for your organization.

Assign Inspection Areas: You can assign or delete Inspectable Areas to a Surveyor for a specific Facility.

Validate Mandatory Inspectable Areas: You can review and edit Facilities that have not been assigned mandatory Inspectable Areas.

Send Notifications: You can notify any or all of your Surveyors to take the Survey(s)

Review Status: You can review the Survey status of all your Facilities.

Take a Survey: If you have assigned yourself as a Surveyor, click this link to take your assigned Survey(s).


Exit: Click the Exit button below to exit this program.

Exit

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Manage / Add Surveyors

- On this page you will add all of the surveyors for your facilities.
 - Name, phone number and e-mail address are required.
- You can also edit any errors you have made.
- You can delete a surveyor.
- When completed go to step #2 Select Facility



RISK MANAGEMENT

Risk Management Self Inspection Facility Survey

Coordinator

Step 1: Manage Surveyor(s) for UDOT

Where Am I?

Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Your Surveyor(s)

	Surveyor(s)	Facility(s) Assigned
Edit	MILLS, TERRY	Masonry 7-Stall Equip Shed
		New Maintenance Station
Edit	Sandoval, Robert	9-Stall Repair Shop
		Aircraft Hangers, S.L. Airport
		Bluffdale/Maintenance Station
Edit	Williams, David	

Delete

* First Name: *Last Name:

*Phone: () - (

*Email:

Options

Add Surveyor: Above, fill in the form above and click on the "Add Surveyor" button.

Edit: Above, click on the Edit text link in the table to edit the Surveyor information then click the "Save Surveyor" button.

Delete: Above, Click on the Delete text link in the table above to delete the Surveyor. Note: If a Surveyor has been assigned Inspection Areas the Surveyor cannot be deleted.

Go to Step 2: Click on the "Go to Step 2" button when you are finished adding Surveyor(s).

Cancel: Return to the Login page.

Exit: Click the Exit button below to exit this program.

Click
“Go To
Step 2”
to Select
Facility
Page



Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Risk Management Self Inspection Facility Survey

Coordinator

Step 1: Manage Surveyor(s) for UDOT

Where Am I?

Your Surveyor(s)

	Surveyor(s)	Facility(s) Assigned	
Edit	Jackson, Joe		Delete
Edit	MILLS, TERRY	Masonry 7-Stall Equip Shed	
		New Maintenance Station	
Edit	Sandoval, Robert	9-Stall Repair Shop	
		Aircraft Hangers, S.L. Airport	
		Bluffdale/Maintenance Station	
Edit	Williams, David		Delete

* First Name:

* Last Name:

* Phone: () - (000) 000-0000

* Email:

Add Surveyor

Options

Add Surveyor: Above, fill in the form above and click on the "Add Surveyor" button.

Edit: Above, click on the Edit text link in the table to edit the Surveyor information then click the "Save Surveyor" button.

Delete: Above, Click on the Delete text link in the table above to delete the Surveyor. Note: If a Surveyor has been assigned Inspection Areas the Surveyor cannot be deleted.

Go to Step 2: Click on the "Go to Step 2" button when you are finished adding Surveyor(s).

Cancel: Return to the Login page.

Exit: Click the Exit button below to exit this program.

Go to Step 2

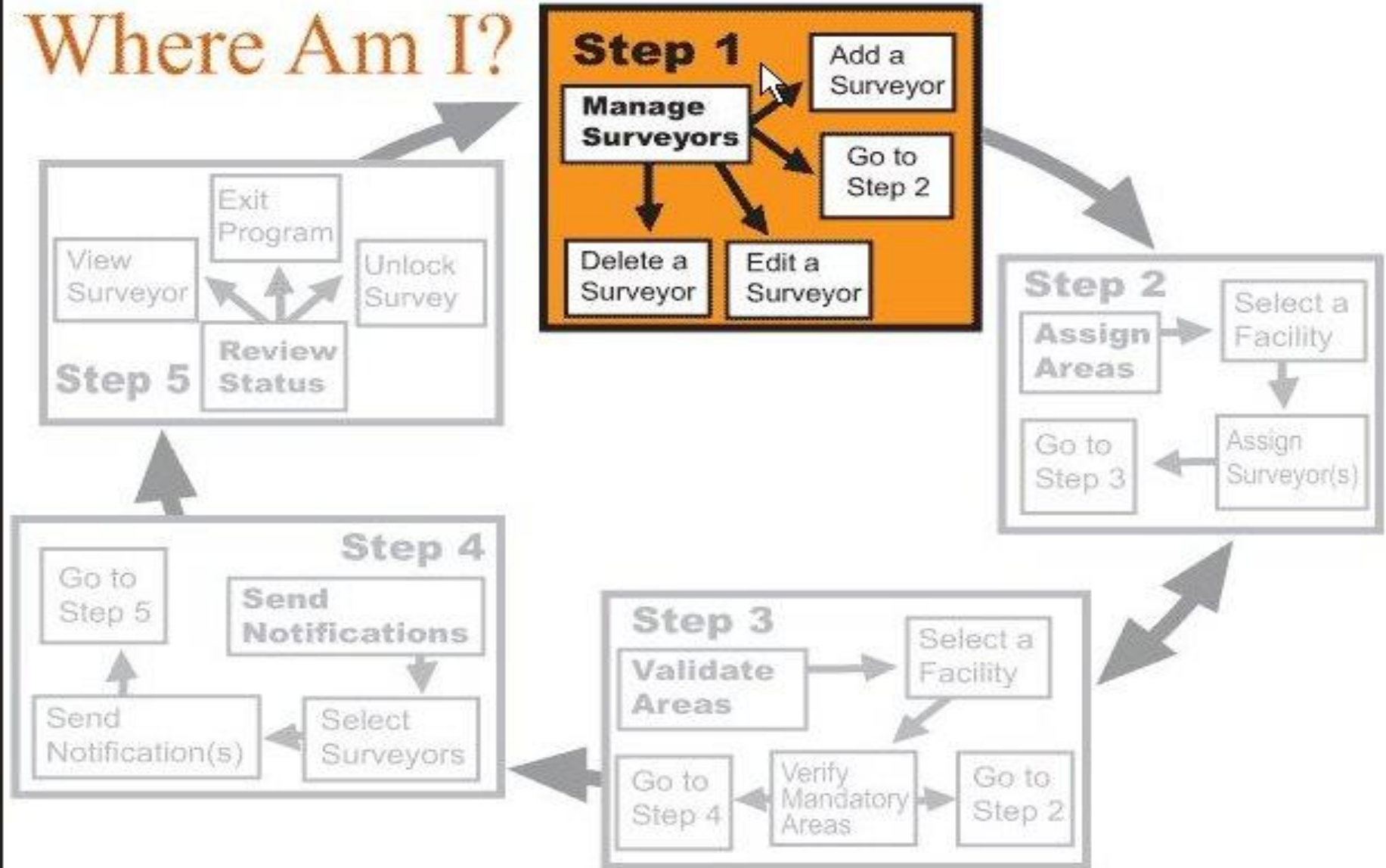
Cancel

Clear

Exit

“Where Am I” Step 1

Where Am I?



Select Facility Page

- Select a building by clicking on the radio button assigned to the facility.
- You can also type the name of the facility and it will go directly to that facility name.
- When selection is made click Submit.



Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Risk Management Self Inspection Facility Survey

Coordinator

Step 2: Assign Inspection Area(s) to a Surveyor(s)

Where Am I?

Select a Facility

Facility Name:

	Facility Name	Address	Surveyor(s) Assigned
<input type="radio"/>	Calvin Rampton Building	4501 S 2700 W	
<input type="radio"/>	Centerville Maintenance Building	1250 W 1200 N Station	
<input type="radio"/>	Clinton Maintenance Station	2057 W 1800 N	
<input type="radio"/>	Cottonwood/Maint Station	6601 S 3000 E	
<input type="radio"/>	Cove Fort Maintenance Station	SR-161	

Options

Facility Name: Start typing the name of the Facility for quick searching.

Submit: Select a Facility by clicking the Facility's radio button in the table above then click on the "Submit" button to assign Inspection Areas.

Cancel: Return to the Login page.

Clear: Clear all the selections or data entered.

Exit: Click the Exit button below to exit this program.

Submit

Cancel

Clear

Exit

Select Facility Submit Page



Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Risk Management Self Inspection Facility Survey

Where Am I?

Coordinator

Step 2: Assign Inspection Area(s) to a Surveyor(s)

Select a Facility

Facility Name:

	Facility Name	Address	Surveyor(s) Assigned
<input checked="" type="radio"/>	Calvin Rampton Building	4501 S 2700 W	
<input type="radio"/>	Centerville Maintenance Building	1250 W 1200 N Station	
<input type="radio"/>	Clinton Maintenance Station	2057 W 1800 N	
<input type="radio"/>	Cottonwood/Maint Station	6601 S 3000 E	
<input type="radio"/>	Cove Fort Maintenance Station	SR-161	

Options

Facility Name: Start typing the name of the Facility for quick searching.

Submit: Select a Facility by clicking the Facility's radio button in the table above then click on the "Submit" button to assign Inspection Areas.

Cancel: Return to the Login page.

Clear: Clear all the selections or data entered.

Exit: Click the Exit button below to exit this program.

Submit


Cancel

Clear

Exit

Assign Inspection Area to a Surveyor

- The name of the facility will be displayed with facility number and address.
- From the list of surveyors select the one you would like to do the survey.
 - Additional surveyors can be added later.
- Click Submit button to continue.



RISK MANAGEMENT

Risk Management Self Inspection Facility Survey
Coordinator
Step 2: Assign Inspection Area(s) to a Surveyor(s)

Where Am I?

Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Select a Surveyor

Facility Number: 1644.2
Facility Name: Calvin Rampton Building
Address: 4501 S 2700 W
City: West Valley City
Zip:

Surveyor(s)	Inspection Area(s) Assigned
<input checked="" type="radio"/> Jackson, Joe	
<input type="radio"/> MILLS, TERRY	
<input type="radio"/> Sandoval, Robert	
<input type="radio"/> Williams, David	

Options

Submit: Select a Surveyor by clicking on the Surveyor(s) radio button then click on the "Submit" button to Assign Inspectable Areas.

Cancel: Return to the Login page.

Clear: Clear all the selections or data entered.


Exit: Click the Exit button below to exit this program.

SubmitCancel

ClearExit

Assign Inspection Areas

- A list of inspectable areas will be displayed.
- From the list, select areas that this surveyor will inspect.
 - Check only the areas that exist in the building and on the grounds.



RISK MANAGEMENT

Risk Management Self Inspection Facility Survey

Coordinator

Step 2: Assign Inspection Area(s) to a Surveyor

Where Am I?

Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Assign Inspection Area(s)

Facility Number: 1644.2
Facility Name: Calvin Rampton Building
Address: 4501 S 2700 W
City: West Valley City
Zip:

Surveyor	Inspection Areas Assigned
Jackson, Joe	<input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Athletic & Recreation Programs <input checked="" type="checkbox"/> General <input type="checkbox"/> Kitchens & Cafeterias <input type="checkbox"/> Laboratories <input type="checkbox"/> Maintenance Shops <input type="checkbox"/> Metal Shops <input type="checkbox"/> Physical Security <input type="checkbox"/> Playgrounds <input type="checkbox"/> Residence Facilities <input type="checkbox"/> Schools General <input type="checkbox"/> Vehicle Shops <input type="checkbox"/> Wood Shops

Options

Submit: Above click on the Inspection Area check box to be assigned to this Surveyor and click on the "Submit" button.
Cancel: Return to the Login page.
Clear: Clear all the selections or data entered.
Exit: Click the Exit button below to exit this program.

Submit Cancel


Clear Exit

Special Areas

- This year you will notice that the Administration Inspectable area should only be done with the main administration building or agency home office.

Assign Areas to A Surveyor

- If multiple surveyors will be assigned to a facility, click on the radio button for the next surveyor and select the areas that they will inspect. Again submit.
- You can not select multiple surveyors at the same time for different areas of a facility.



RISK MANAGEMENT

Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Risk Management Self Inspection Facility Survey

Coordinator

Step 2: Assign Inspection Area(s) to a Surveyor(s)

Where Am I?

Select a Surveyor

Facility Number: 1644.2
Facility Name: Calvin Rampton Building
Address: 4501 S 2700 W
City: West Valley City
Zip:

Surveyor(s)	Inspection Area(s) Assigned
<input type="radio"/> Jackson, Joe	Administrative
	General
<input type="radio"/> MILLS, TERRY	
<input type="radio"/> Sandoval, Robert	
<input type="radio"/> Williams, David	

Options

Submit: Select a Surveyor by clicking on the Surveyor(s) radio button then click on the "Submit" button to Assign Inspectable Areas.
Cancel: Return to the Login page.
Clear: Clear all the selections or data entered.
Exit: Click the Exit button below to exit this program.

Assign Inspection Areas New Surveyor

- After the inspectable areas for the new surveyor have been selected click the Submit button



Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Validate Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Take a Survey

Risk Management Self Inspection Facility Survey

Where Am I?

Coordinator

Step 2: Assign Inspection Area(s) to a Surveyor

Assign Inspection Area(s)

Facility Number: 1644.2
Facility Name: Calvin Rampton Building
Address: 4501 S 2700 W
City: West Valley City
Zip:

Surveyor	Inspection Areas Assigned
Jackson, Joe	<input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Athletic & Recreation Programs <input checked="" type="checkbox"/> General <input type="checkbox"/> Kitchens & Cafeterias <input type="checkbox"/> Laboratories <input type="checkbox"/> Maintenance Shops <input type="checkbox"/> Metal Shops <input type="checkbox"/> Physical Security <input type="checkbox"/> Playgrounds <input type="checkbox"/> Residence Facilities <input type="checkbox"/> Schools General <input type="checkbox"/> Vehicle Shops <input type="checkbox"/> Wood Shops

Options

Submit: Above click on the Inspection Area check box to be assigned to this Surveyor and click on the "Submit" button.

Cancel: Return to the Login page.

Clear: Clear all the selections or data entered.


Exit: Click the Exit button below to exit this program.

Submit Cancel

Clear Exit

Add Surveyor Verify Inspectable Areas

- As surveyors are added, the names and corresponding assigned areas will be posted on the screen.
 - Once all areas needing to be inspected have been assigned, you can go to Select Facility on the left hand column to work on another facility or;
- When all assignments have been made move on to “Step Three”



RISK MANAGEMENT

Risk Management Self Inspection Facility Survey

Coordinator

Step 2: Assign Inspection Area(s) to a Surveyor(s)

Where Am I?

Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Select a Surveyor

Facility Number: 1644.2

Facility Name: Calvin Rampton Building

Address: 4501 S 2700 W

City: West Valley City

Zip:

Surveyor(s)	Inspection Area(s) Assigned
<input type="radio"/> Jackson, Joe	Administrative
	General
<input type="radio"/> MILLS, TERRY	
<input type="radio"/> Sandoval, Robert	Maintenance Shops
<input type="radio"/> Williams, David	

Options

Submit: Select a Surveyor by clicking on the Surveyor(s) radio button then click on the "Submit" button to Assign Inspectable Areas.

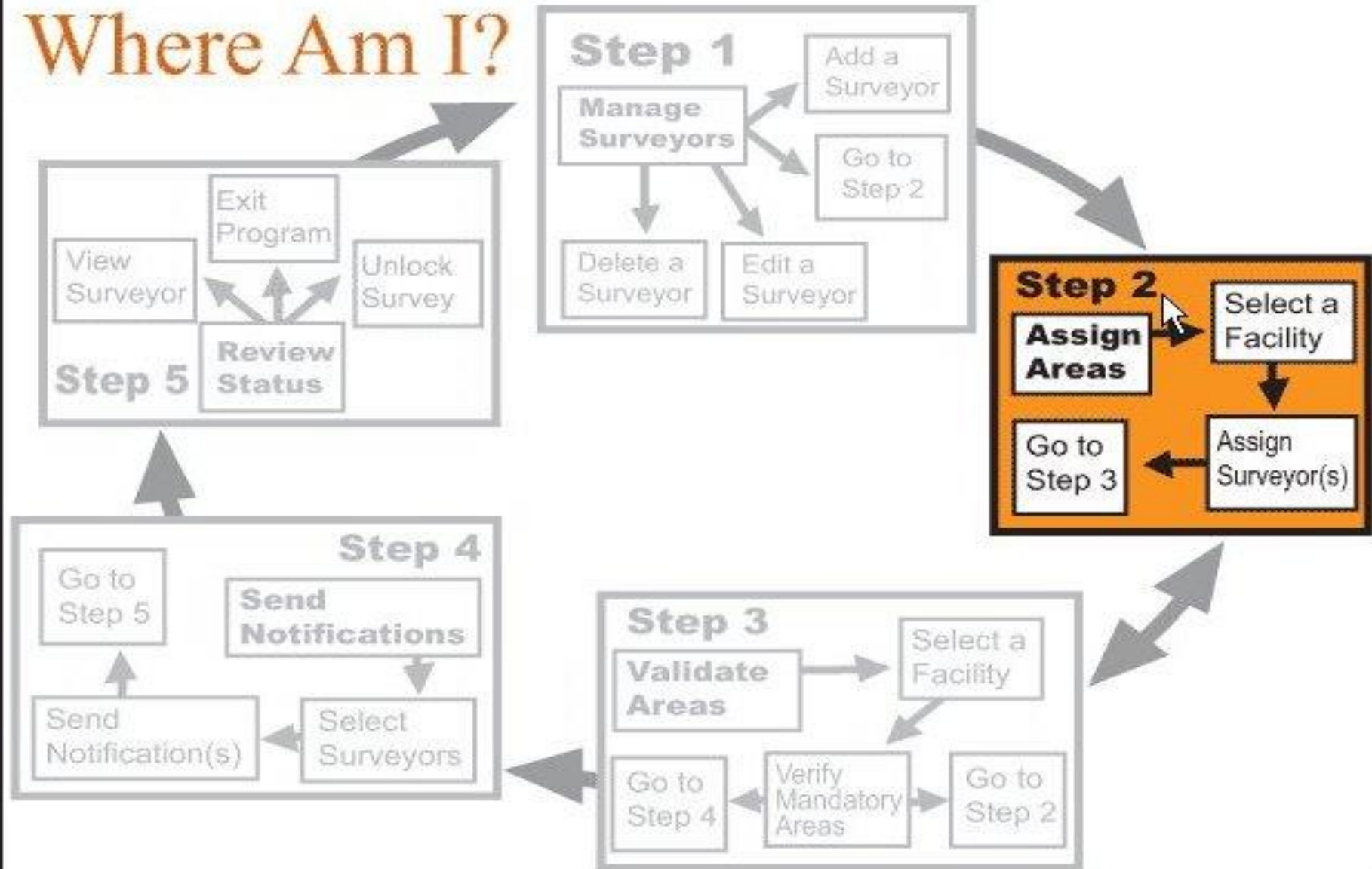
Cancel: Return to the Login page.

Clear: Clear all the selections or data entered.

Exit: Click the Exit button below to exit this program.

“Where Am I” Step 2

Where Am I?



Verify Mandatory Inspectable Areas

- In step #3 all facilities will be shown with the corresponding mandatory areas required to be inspected. If a mandatory area has not been assigned go back to step #2 and assign the area to a surveyor.
- When all mandatory areas have been assigned the facility will not be listed.
- Move on to Step #4.



Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Risk Management Self Inspection Facility Survey

Coordinator

Step 3: Verify Mandatory Inspectable Areas

Where Am I?

Your Facility(s)

Facility Name:

	Facility Name	Address	Unassigned Mandatory Areas
<input type="radio"/>	Centerville Maintenance Building	1250 W 1200 N Station	General
<input type="radio"/>	Clinton Maintenance Station	2057 W 1800 N	General
<input type="radio"/>	Cottonwood/Maint Station	6601 S 3000 E	General
<input type="radio"/>	Cove Fort Maintenance Station	SR-161	General

Options

Facility Name: Start typing the name of the Facility for quick searching.

Select a Facility: Click on the Facility's radio button in the table above and click on the "Submit" button to assign the mandatory Inspection Areas.

Exit: Click the Exit button below to exit this program.

Submit

Go to Step 2

Go to Step 4

Cancel

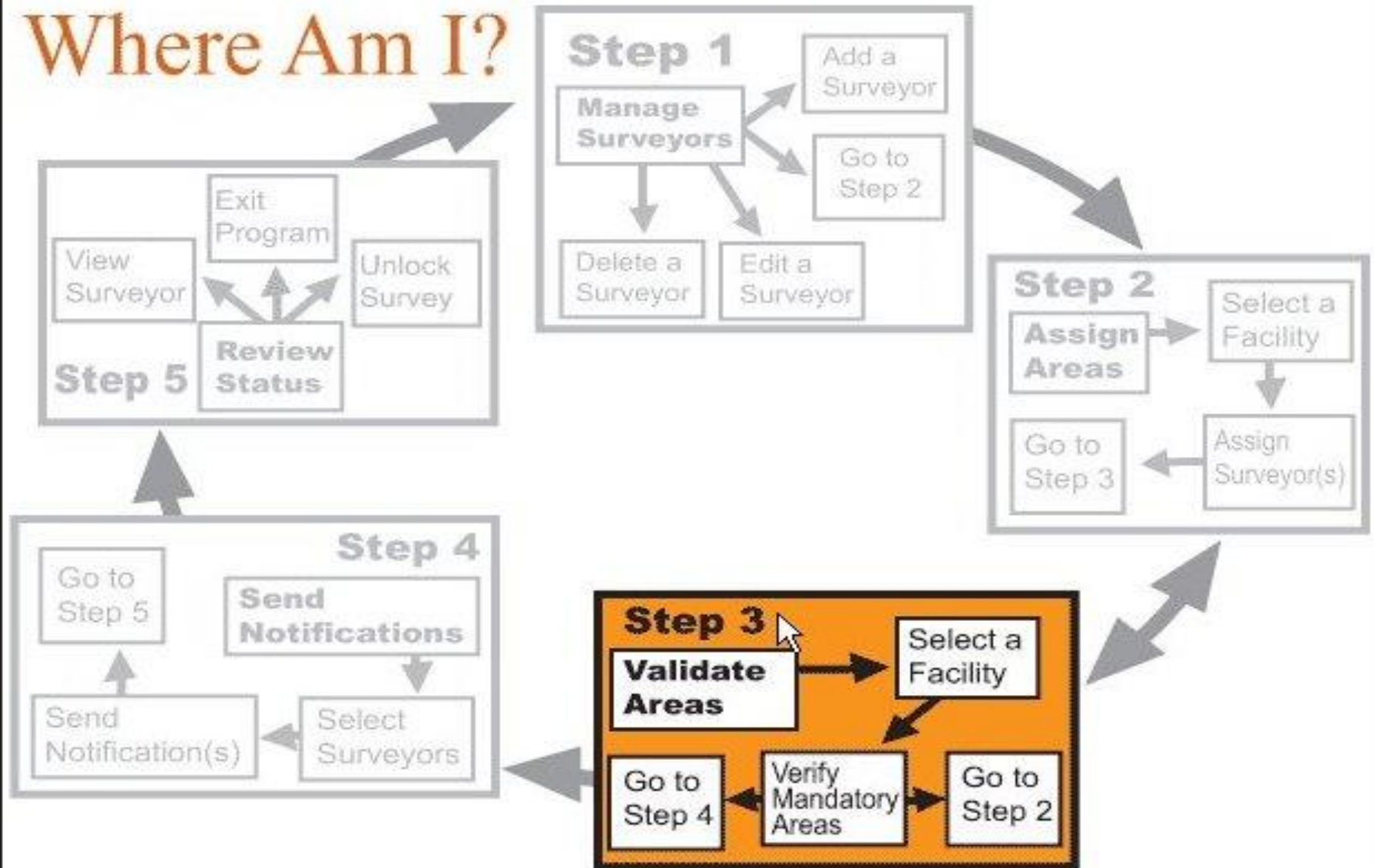
Clear

Exit

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“Where Am I” Step 3

Where Am I?



Send Notification To Surveyors

- The survey is ready to be taken. This will send an email to the surveyor with the facility information.
- Select the surveyor(s) you want to notify and click the “Notify” button.



RISK MANAGEMENT

Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Risk Management Self Inspection Facility Survey

Coordinator

Step 4: Send Notification to Surveyor(s)

Where Am I?

Notify Your Surveyor(s)

Surveyor(s)	Facility(s) Assigned
<input checked="" type="checkbox"/> Jackson, Joe	1644.2 : Calvin Rampton Building
<input checked="" type="checkbox"/> MILLS, TERRY	27 : Masonry 7-Stall Equip Shed
<input type="checkbox"/> Sandoval, Robert	549 : 9-Stall Repair Shop
	6754 : Aircraft Hangers, S.L. Airport
	9089 : Bluffdale/Maintenance Station
	1644.2 : Calvin Rampton Building

Options

Notify: Select the Surveyor(s) you want to notify and click on the "Notify" button. The Survey is ready to be taken. This will send an email to the Surveyor with Facility information.

Exit: Click the Exit button below to exit this program.

Send Notification to Surveyors



Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Risk Management Self Inspection Facility Survey

Coordinator

Step 4: Send Notification to Surveyor(s)

Where Am I?

Notify Your Surveyor(s)

Surveyor(s)	Facility(s) Assigned
<input checked="" type="checkbox"/> Jackson, Joe	1644.2 : Calvin Rampton Building
<input type="checkbox"/> MILLS, TERRY	27 : Masonry 7-Stall Equip Shed
<input type="checkbox"/> Sandoval, Robert	549 : 9-Stall Repair Shop
	6754 : Aircraft Hangers, S.L. Airport
	9089 : Bluffdale/Maintenance Station
	1644.2 : Calvin Rampton Building

Check All

Uncheck All

Options

Notify: Select the Surveyor(s) you want to notify and click on the "Notify" button. The Survey is ready to be taken. This will send an email to the Surveyor with Facility information.

Exit: Click the Exit button below to exit this program.

Notify

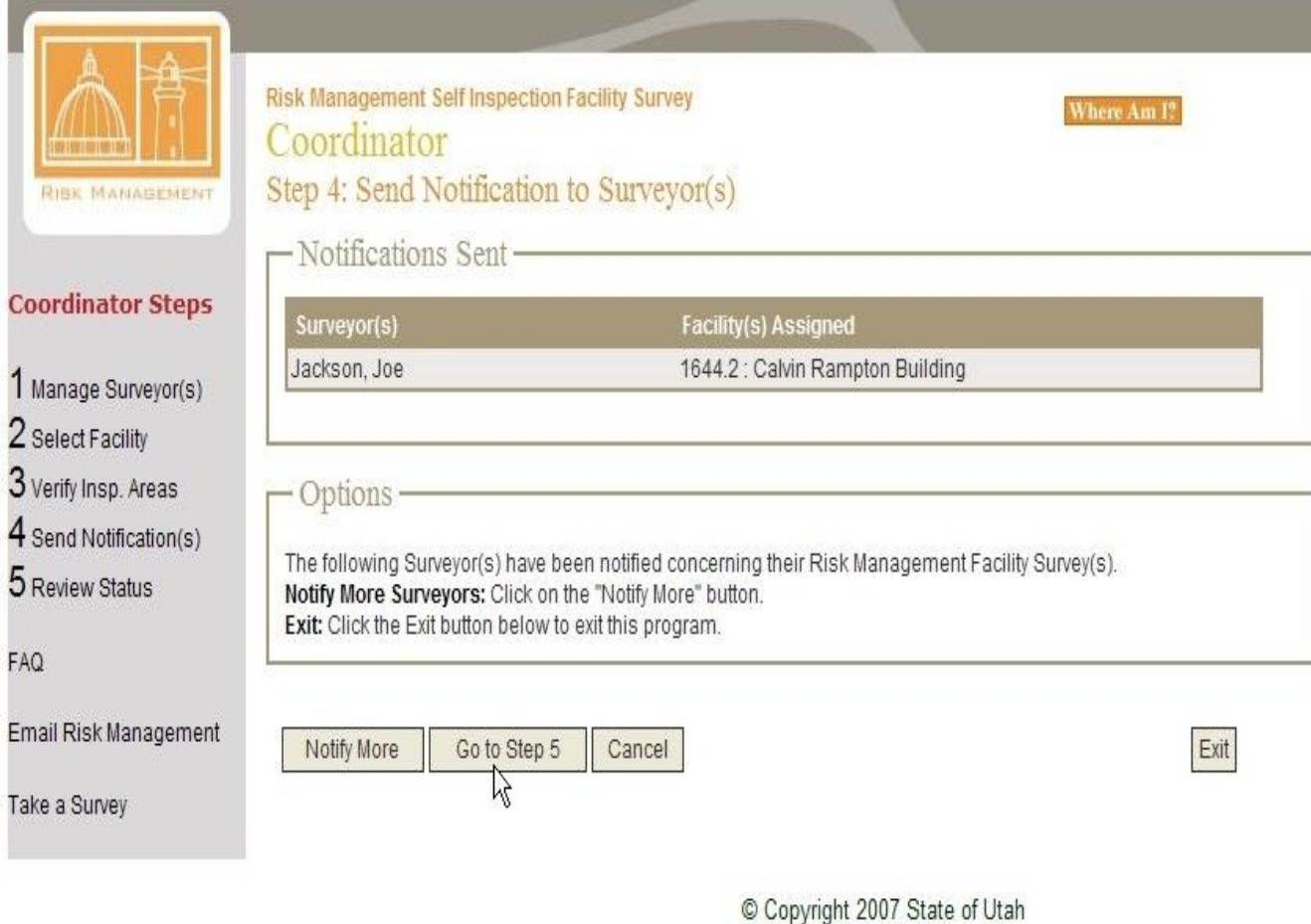
Cancel

Clear

Exit

Confirm Notification of Surveyors

- This page gives confirmation that the notification has been sent. If more surveyors must be notified click the “notify more” button and continue.
- When all notifications have been completed move on the Step #5



The screenshot shows a web application interface for the "Risk Management Self Inspection Facility Survey". The user is logged in as "Coordinator" and is at "Step 4: Send Notification to Surveyor(s)".

Coordinator Steps:

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

Notifications Sent:

Surveyor(s)	Facility(s) Assigned
Jackson, Joe	1644.2 : Calvin Rampton Building

Options:

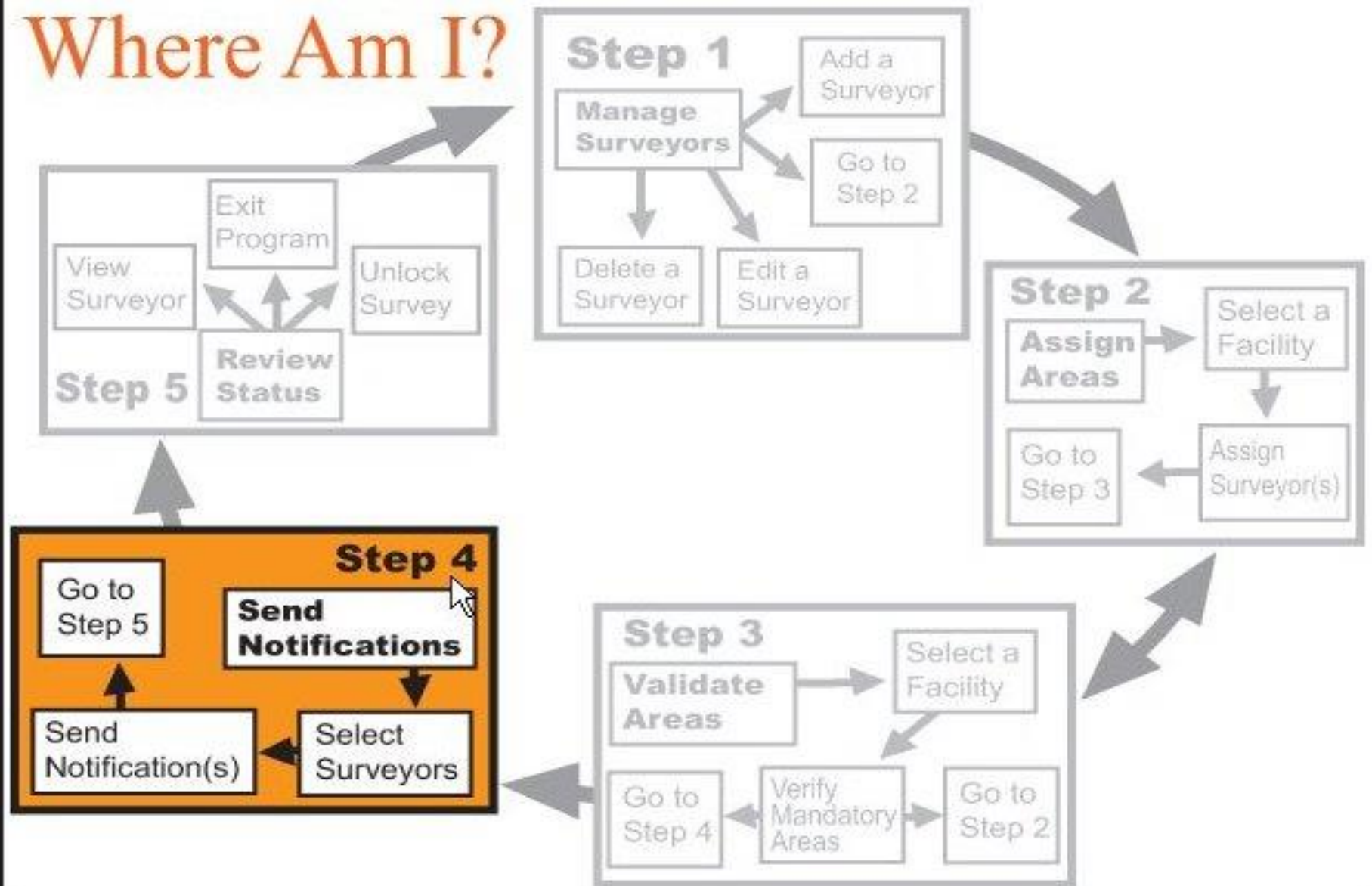
The following Surveyor(s) have been notified concerning their Risk Management Facility Survey(s).
Notify More Surveyors: Click on the "Notify More" button.
Exit: Click the Exit button below to exit this program.

Buttons: Notify More, Go to Step 5, Cancel, Exit

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“Where Am I” Step 4

Where Am I?



Review Status of Your Facilities

- Unlock a facility
- On the first portion of this page a coordinator can unlock a survey that has been inadvertently locked by a surveyor. Click the unlock button.
- Click review or cancel button as is required.



Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Risk Management Self Inspection Facility Survey

Where Am I?

Coordinator

Step 5: Review the Status of Your Facilities

Your Facility(s)

Facility Name:

	Facility(s)	Surveyor(s) Assigned	Status
<input checked="" type="radio"/>	1644.2: Calvin Rampton Building	Sandoval, Robert	
		Jackson, Joe	
<input type="radio"/>	1642: Cottonwood/Maint Station		
<input type="radio"/>	6712: Centerville Maintenance Building		
<input type="radio"/>	8839: Cove Fort Maintenance Station		
<input type="radio"/>	1202: Clinton Maintenance Station		

Options

Facility Name: Start typing the name of the Facility for quick searching.

Unlock a Survey: Select a Facility and click on the "Unlock" button. This will unlock a Survey so the Surveyor can continue.

Review: Select the Facilities radio button and click on the "Review" button.

Email a Surveyor: Click on the Surveyor's name to send an email.

Exit: Click the Exit button below to exit this program.

Unlock

Review


Cancel

Clear

Exit

Review Status of Your Facility(s)

- The completion status of each facility can be reviewed, including completed or non-completed questions.



RISK MANAGEMENT

Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Risk Management Self Inspection Facility Survey

Coordinator

Step 5: Review Status of Your Facility(s)

Where Am I?

Facility Information

Facility Number: 1644.2

Facility Name: Calvin Rampton Building

Address: 4501 S 2700 W

City: West Valley City

Zip:

Survey Status

Inspectable Area(s)	Surveyor(s)	Status
Administrative	Jackson, Joe	5/17
General	Jackson, Joe	0/47
Maintenance Shops	Sandoval, Robert	0/71

Options

Email a Surveyor: Click on the Surveyor's name to send an email.

Print Survey: Click on the "Print Survey" button to get a PDF document of the Survey for this Facility.

Print Status: Click on the "Print Status" button to get a PDF document of this status page.

Exit: Click the Exit button below to exit this program.

Print Survey

Print Status


Cancel

Exit

Review Status of Your Facility(s)

- You can also email a surveyor from this page by clicking on their name.

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 RISK MANAGEMENT

Risk Management Self Inspection Facility Survey

Coordinator

Step 5: Review Status of Your Facility(s)

Where Am I?

Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Email Risk Management

Take a Survey

Facility Information

Facility Number: 1644.2
Facility Name: Calvin Rampton Building
Address: 4501 S 2700 W
City: West Valley City
Zip:

Survey Status

Inspectable Area(s)	Surveyor(s)	Status
Administrative	Jackson, Joe	5/17
General	Jackson, Joe	0/47
Maintenance Shops	Sandova, Robert	0/71

Options

Email a Surveyor: Click on the Surveyor's name to send an email.
Print Survey: Click on the "Print Survey" button to get a PDF document of the Survey for this Facility.
Print Status: Click on the "Print Status" button to get a PDF document of this status page.
Exit: Click the Exit button below to exit this program.

[Print Survey](#) [Print Status](#) [Cancel](#) [Exit](#)

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mailto:jjackson1@utah.gov

Internet 100%



Mail | Send Options |

From: ▾ Jeff Rose

CC:

To: jjackson1@utah.gov

BC:

Subject:

Arial

10 ▾

B

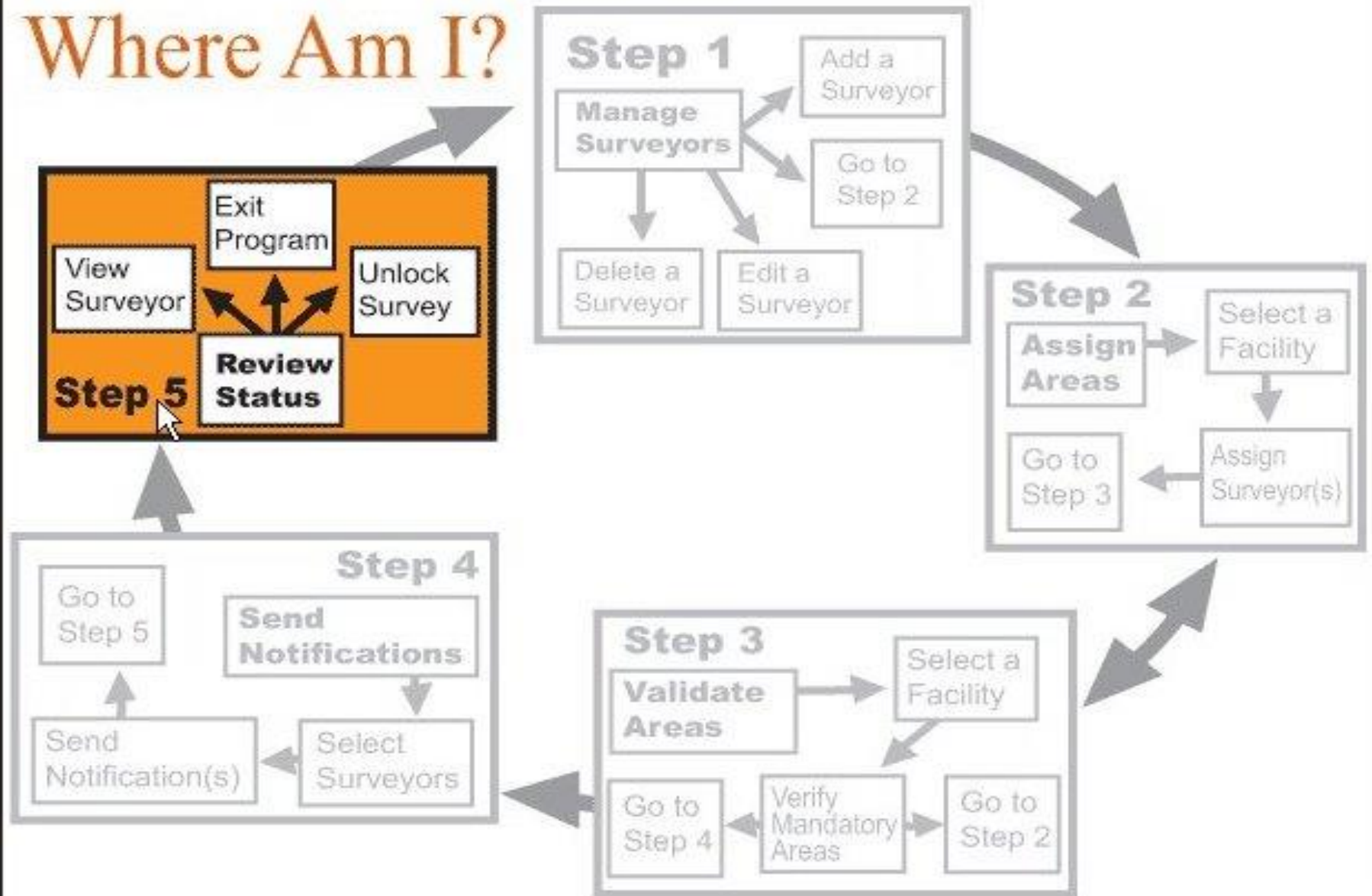
I

U



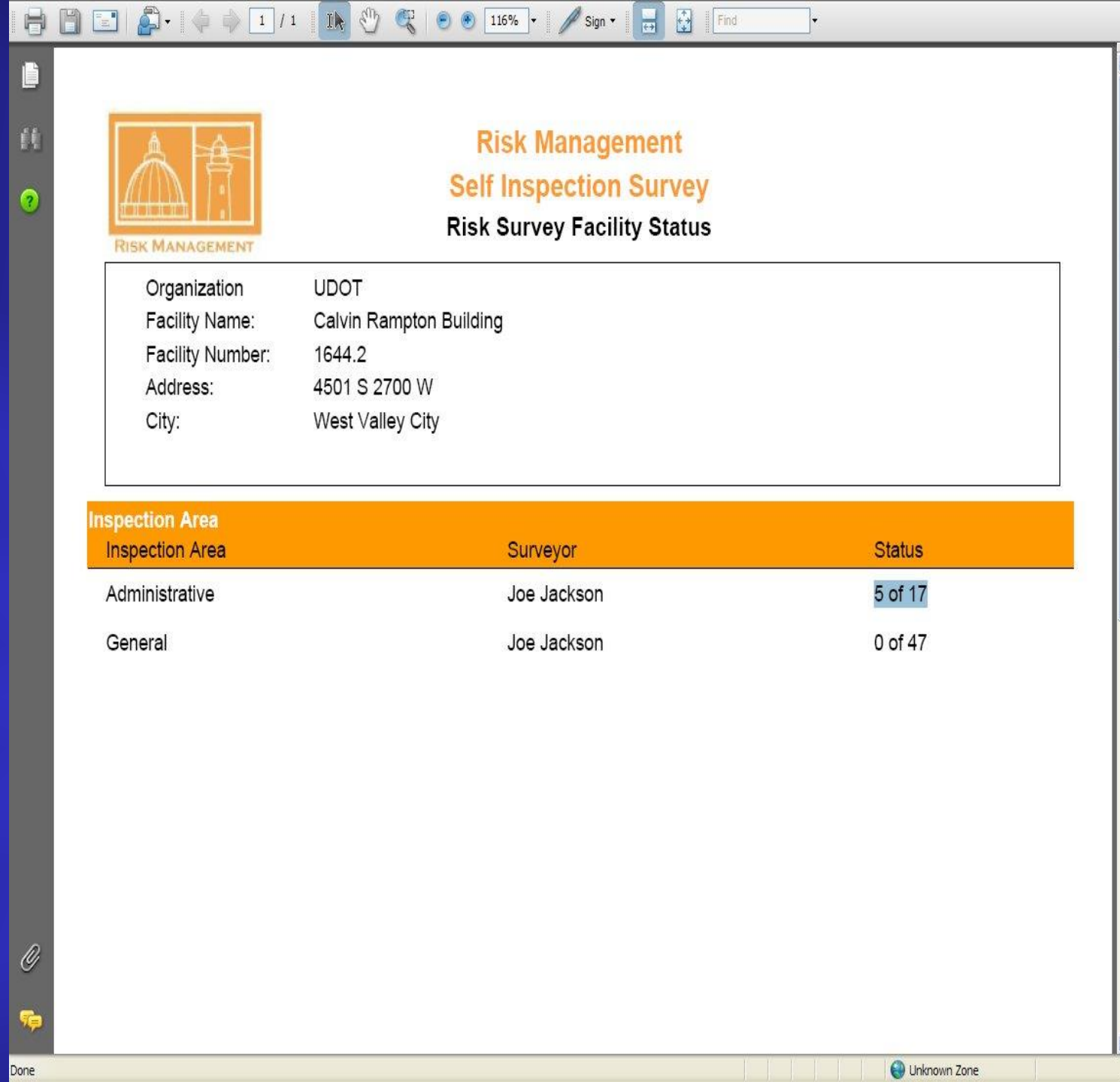
“Where Am I” Step 5

Where Am I?



REPORTS

Coordinator Status Report



Risk Management
Self Inspection Survey
Risk Survey Facility Status

Organization UDOT
Facility Name: Calvin Rampton Building
Facility Number: 1644.2
Address: 4501 S 2700 W
City: West Valley City

Inspection Area		
Inspection Area	Surveyor	Status
Administrative	Joe Jackson	5 of 17
General	Joe Jackson	0 of 47

Done

Unknown Zone

Coordinator Survey Report

7 / 8 116% Sign Find

Inspection Area

Administrative

1 Y

Are vehicles maintained and serviced, and are maintenance records kept on file?

All vehicles and related equipment should be serviced and maintained on a regular basis. Keep a written record of the service and maintenance that is performed, for future verification.

2 Y

Are driver licenses of all employees or volunteers verified before they are allowed to operate publicly owned vehicles or their own vehicles on agency business, and are records kept of these checks?

All drivers operating vehicles for and in behalf of covered entities must have a valid license before they are allowed to operate a vehicle.

3 Y

Are the driving records and all required endorsements for employees and volunteers who operate publicly owned vehicles or their own vehicles on agency business, checked at least annually to ensure that the individual still has a valid driver's license, and are records kept of the checks?

4 Y

Does the agency have and enforce a policy dealing with problem drivers (those convicted of DUI, at-fault accidents or reckless driving), including restricting them from operating covered entity vehicles or their own vehicles on entity business, until they have completed a Risk Management approved driver safety program?

5 N

Have employees successfully passed a Risk Management approved driver safety course, prior to operating an entity owned vehicle or their own vehicles on agency business?

Those drivers for whom driving is an essential function of the job must complete the course each year. Everyone else must complete the course every three years.

6 Incomplete

Are all traffic accidents reported immediately to the Agency Risk Management Coordinator or other designated individuals?

Timeliness is of the essence in these matters.

Done Unknown Zone

Anticipated Changes for Next Year

- Buildings could be deleted from the survey list and other buildings added.
- Higher Education, School Districts and State Agencies will be divided with specific questions and specific inspectable areas for each respective group.
- There will be informational pop-up boxes to speed up the assignment process.
- Facilities will be pre-populated with Surveyor information.
- Changes or suggestions that are submitted this year will be considered to make the survey more user friendly.